

ROUTING AND TRANSMITTAL

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TO: (Name, office symbol, room number, building, Agency/Post)

TO: (Name, office symbol, room number, building, Agency/Post)		Initials	Date
1. <u>884pm</u>		<u>T</u>	<u>8/19</u>
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Action	File	Note and Return	

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REMARKS

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28 Aug 85 - does not
need our input since C/SEG
has notified the subcommittee
Chairman directly of the names of
the attendees: S.F.G. ✓

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discrepancies, and similar actions.

FROM: (Name, org. symbol, Agency/Post)

Room No.—Bldg.

Phone No.

1041-1052

OPTIONAL FORM 41 (Rev. 7-76)
Prescribed by GSA
FFPMR (41 CFR) 101-11.206

★ GPO : 1983 O - 381-529 (301)

DIRECTOR OF CENTRAL INTELLIGENCE
Security Committee

AK SECOM-D-205

5 August 1985

MEMORANDUM FOR: SECOM MEMBERS

FROM:

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SUBJECT: "Security Educators' Seminar"

1. The DCI recognizes the importance of security awareness and education as a key factor in the effort to protect sensitive intelligence information. In response to this concern, the Security Committee is sponsoring a seminar from 7-11 October 1985 at the FBI Academy, Quantico, VA. This seminar is a follow-on to the very successful effort held last November at the DOE facility at Germantown, MD.

2. The seminar is for persons in government with direct security awareness and education responsibilities, primarily those who actually plan, develop, and/or present security briefings. I invite you to survey your Department or Agency and nominate for attendance those who would benefit most from this valuable training.

3. The seminar's purpose is threefold: to provide security educators with a sound base of knowledge on relevant security subjects; to emphasize basic and advanced communications and briefing skills; and to provide the material and know-how to establish and maintain a strong, continuing security awareness program. The seminar agenda is similar to last year's, with updates and refinements. The content will center on the requirements of the Security Committee publication "Minimum Standards for Security Awareness Programs in the U.S. Intelligence Community" (SECOM D543, July 1979) and DCID 1/14 (1 September 1983). The foreign intelligence threat, terrorism, unauthorized disclosures, the polygraph, physical security, the technical threat, adverse information reporting requirements, and the various security briefing requirements are among the topics to be addressed.

4. Each nominee must possess a final SECRET clearance. Each department or agency is authorized to submit the names of three candidates. You can submit more names and any unused

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quotas for the seminar will be apportioned accordingly. Your Department or Agency's Security Awareness and Education Subcommittee(SAES) member has participated in the development of the seminar, and I hope you will coordinate the candidate selection process with him or her.

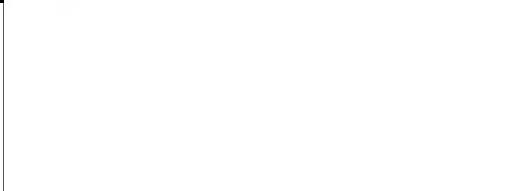
5. Please submit by 30 August 1985, the name and mailing address for each candidate to:

Headquarters, Department of the Army
ATTN: DAMI-CIS (Mr. J. Passarelli)
Washington, D.C. 20310-1051
Telephone: 202-695-4307/6481

The SAES will respond directly to each candidate selected, and provide detailed information on seminar location, lodging and dining facilities, clearance certification, and so forth. You, of course, will be kept advised of the status of your nominations.

6. Please note that lodging and meals (with the exception of an evening "social") at the Academy will be provided free of charge by the FBI. Even in view of the favorable comments concerning last year's seminar, I believe this seminar promises to do even more to enhance our government's security awareness and education program.

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Info - Members SAES

SECOM
Room 1225
Ames Bldg., CIA

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Washington, D. C., 251-6161, Collect

VIA COURIER

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